

**Space Allocation**

**Instructions:** This tool will calculate total allocated square footage and total square footage per user. Enter the number of Resident Users (in the office 60% of a pay period or more) and the number of Externally Mobile Users (in the office less than 60% in a pay period). If your agency requires program-specific space beyond the standard allocation, enter the type of space and desired square footage, which will be added to the baseline allocation. Agencies must justify the need for any program-specific spaces. **If Allocation is over 20,000 sqft provide the Life Cycle Cost Model Tool as an addendum to this form.**

Baseline User Space Allocation	Count	SQ FT
Resident Users	35	6,720
Externally Mobile Users*	10	1,220
<b>Total User SQ FT</b>		<b>7,940</b>

*\*To be verified by HRMS once enacted*

Standards	Resident User	Externally Mobile User
User space	79	36
Conference/shared spaces	40	40
Circulation=40% of spaces	48	30
Building Services=15% total	25	16
<b>User</b>	<b>192</b>	<b>122</b>

**Site requirements:**

Large parking area with enough spaces for staff and visitors, ADA

Program Specific Spaces	SQ FT
Client Lobby	1,860
Client Interview Rooms (5@100sf)	500
Client Restrooms (2@125sf)	250
Client Play & Learn	250
<b>Program Specific Spaces Total SQ FT</b>	<b>2,860</b>

<b>Total Allocated Square Footage</b>	<b>10,800</b>
<b>Total Rentable Square Footage Per User</b>	<b>240</b>

10-person or smaller office: 10% buffer added to the total user space  
 11-20 person office: 10% buffer added to the total user space when there is 50% telework utilization

**Space Utilization**

Workspace Types	Total Count
Offices	5
Cubicles	33
Touchdown Spaces	7
<b>Common Shared Space Types</b>	
Conference Rooms	3
Break Rooms	2
Restrooms	2
Wellness Rooms	1

3:1 ratio of cubicles for those who are Externally Mobile Workers  
 Objective is to have 80% utilization of workspaces